WebTADS Leave Planner Overview

https://webtads.nasa.gov

The calendar is the main view of leave requests.

Leave can be requested up to 12 months in advance.

The Leave Planner provides an organizational view of the leave requests for the <u>supervisor/approver</u>.

Click a name to view/approve the detailed request.

Employee (or point of contact) creates a leave request and submits it to the approver with a justification.

Email notification is provided.

Quick Facts

The Leave Planner is an optional feature in WebTADS. Its use is up to the discretion of the supervisor/approver.

On the timesheet, <u>no</u> errors or warnings are produced if the employee does not have an approved leave request.

The 48-hour rule still applies: two (2) working days after notification of the request, the leave request is automatically approved.

Twenty hour types are included in the leave request options.

Leave Request Hour Types

Annual Leave (AL)	FMLA Sick Leave - Family (FMSF)
Court Leave (CL)	FMLA Sick Leave - Self (FMSS)
Continuation of Pay (COP)	Home Leave (HOME)
Credit Hours Used (CRU)	Leave Without Pay (LWOP)
Comptime Used (CTU)	Military Leave (ML)
Donated Em Leave Used (DELU)	Religious Comptime Used (RCTU)
Donated Med Leave Used (DMLU)	Restored Leave (RL)
Sick Leave - Family (FFSL)	Sick Leave (SL)
FMLA Annual Leave (FMAL)	Time Off Award (TOA)
Leave Without Pay - Family (FMLLW)	Excused Leave (XLV)

Examples in this handout are taken from the WebTADS test database and use fictitious employees.

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